


**Bureau for Private Postsecondary and Vocational Education**

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## INSTRUCTIONS FOR CALCULATION OF THE ANNUAL FEE

Each approved institution, via its main site, is required to pay an annual fee within 30 days of the date on which the institution originally received its approval to operate and each year thereafter on the anniversary date of the original approval. The institution shall calculate the fee based on its last completed fiscal year.

The annual fee is used to fund administrative, compliance, investigative and planning functions of the Bureau.

### DEGREE and VOCATIONAL/NON-DEGREE INSTITUTIONS:

Annual fees for Degree Granting and Vocational/Non-Degree Granting Institutions shall be paid by each main location using a calculation based on annual gross revenue (education income) for all locations associated with the main site, as displayed by the table below.

ANNUAL GROSS REVENUE	GREATER THAN \$1 MILLION	\$100,000 - \$999,999	LESS THAN \$100,000
ANNUAL FEE CALCULATION	Gross Revenue x .0057 Maximum \$4,750.00	Gross Revenue x .0054 Minimum \$630.00 Maximum \$4,500.00	Gross Revenue x .0051 Minimum \$595.00

**EXAMPLE:** Annual Gross Revenue is \$124,372 x .0054 = \$671.61 Annual Fee

Annual gross revenue (education income) means all revenue such as tuition, fees, and other charges derived by an institution (including the main and all branch and satellites locations), during its last fiscal year ending before the due date of an annual fee payment, from any source for any education, instruction, training, or any services incident thereto.

Annual gross revenue (education income) does not include unearned tuition and refunds. An institution shall account for annual gross revenue in accordance with generally accepted accounting principles.

Reference: Title 5, California Code of Regulations, Sections 74000, 74002 and 74006.